EAGLE COURT OF HONOR PLANNING

 This document contains the general information about the Eagle Court Of Honor. It has been created so that everyone understands what the roles and jobs are. Troop 61 asks that the Eagle candidates and their parents help with the planning and presentation of an Eagle COH that will respect the preferences of the Scouts we will honor.

 The date of the Eagle COH is the Saturday afternoon before the High School’s graduation. This way relatives and friends that are here for graduation will be able to attend the COH as well.

OPTIONS– For when the Scout receives their Eagle Badge are varied.

 If a Scout wishes, he can receive his Eagle patch at a regular troop meeting. That way he can wear the patch on his uniform at troop meetings. A Scout that does this will still participate in the formal Eagle COH in the spring.

Should a scout decide to not wait until June for their Eagle COH, or should they miss the cut off date for it, there are the following options.

 Regular Troop COH – special ceremony at the end of the ranks or at end of regular ceremony

 Troop night ceremony – special ceremony at the end of a troop meeting (something like the last ½ hour – troop and parents, special friends, cookies)

 Wait until the next year’s Eagle Court of Honor.

 If the set date doesn't work for a scout and their family, and the options listed here don't fit their needs either, the scout and his parents will be invited to bring suggestions to a meeting of the Troop Committee, where participants will determine the best course of action.

REHEARSAL will be the Wednesday night (Troop meeting time) before the Court and again just before the COH.

EAGLE COH REGULAR

 To participate a Scout must have passed their Eagle BOR by April 1st.

In order to be assured of meeting this deadline, the final binder needs to be submitted the first week in January. Eagle binders have taken anywhere from 5 weeks to 3 months to come back.

 For scouts who pass their Eagle BOR between April 1st and the May/June Eagle COH a mention will be made at the Eagle COH.

 The Eagle COH Committee is made up of

 1 = Advancement Chair

 2 = Upcoming Eagle Scouts and their parents

 3 = Parents of next year’s likely Eagles (ie-current Life scouts)

 4 = A parent from the previous year's Eagles , that does not have a son involved in the upcoming Eagle COH. If no one can serve on the committee from that year, we will continue to go back, year by year, for the last three years, until a parent can be found. If there are no qualifying/available past Eagle parents, the Advancement Chair and Troop Committee Chair will make a decision together on who else to ask.

 Ground Rules –

 Scouts meet with the Advancement Chair 5 meetings – to be defined – to decide on the decision points.

 Remember, it’s ABOUT THE SCOUTS, not the parents.

 One Vote Per Family on items parents get to decide.

 Scouts make the decisions.

 If there is a deadlock the Advancement Chair decides.

 The Advancement Chair is the Eagle Committee Chair.

Schedule Meeting Dates.

DATE is set for the Saturday afternoon before the high school graduation. Exact time to be decided – Option.

DECISIONS – SCOUTS DECIDE

 FOOD – Scouts decide what type – sweets, salty, munchies, sandwiches etc.

Order cake – 1-2 weeks before ceremony.

Food will be organized by the troop coh food coordinators including supplies such as napkins, plates, cups, tablecloths etc.

Set up and Clean up crew too.

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 WHERE CEREMONY IS TO BE HELD – Memorial Congregational Church

 Church/Hall that a scout picks – no fees

 WHAT FAMILY AND FRIENDS TO INVITE – these invitations are sent out by the individual families, rsvp’d to “official invitor”

 WHO IS TO SPEAK/INVITED - Scouts participate in this decision

 WHAT LETTER OF COMMENDATION IS TO BE READ – Scouts decide

Each scout brings their pick letter to the last meeting before the COH and they read them all and pick which one they would like to have read at the ceremony. (letter of congratulations will not be named as to for that particular scout)

 SEATING – If there are 5 or more Eagles, the parents and families do not sit on the stage. Parents will be escorted up by Honor Guard at the correct time.

 If 4 or fewer Eagles, the scouts will decide if the parents are to be up on the stage or seated below.

ADVANCEMENT CHAIR – Decides and is responsible for the following

 Color Guard

 Rank Card Holders

 Voice of the Eagle Readers

 Ushers

 Eagle Kit, kneckerchiefs, sliders, extra mentor pins, grandparent pins

 Script

ADULTS POSITIONS –

 1 - Flower Organizer – need flowers for;

 Moms

 Grandmothers

 Other women helpers to say thank you – food organizer (s)

 Set up person (s)

 Rank Card helper

 Adv. Chair

 Any Others?

 2 - GRANDPARENT PINS

 3 - FLAG PROCURER – orders American flag for each Eagle – flags should be ordered 8-12 weeks before the ceremony.

 4 – OFFICIAL INVITER – sends out and tracks announcements/invites/ letters of congratulations to senators, town officials, bsa officials, other troops leaders, troop 61, Council invitees, previous troop 61 Eagles and those that each scout decides on personally. (not family or friends but “important” people)

 Letters of congratulations should be asked for 8-12 weeks before ceremony

LETTERS OF COMMENDATION SENDER/ASKER – 8-12 weeks before the ceremony

 Scout decides who they would like to ask for a letter of commendation – sports figures, presidents, etc.

 Invitations to troop etc. should go out 4 weeks before ceremony.

 Dignatary/special commendation letters are to be put into the scout’s scrapbook, by the scout’s family.

 5 - RSVP COORDINATOR – keeps track of rsvps and numbers

 6 - LETTER/ANNOUNCEMENT FOR NEWSPAPERS

 7 - NEW CANDLES

 8 - PRINTING – one person to handle printing for each of the following – needs to be done 4 weeks before the ceremony

 Invitations – for families to mail out and those going to dignataries/officials

 Ceremony booklet

 Scripts for SM etc.

 9 – SECRETARY/SCRIBE – takes notes/minutes at the planning meetings to be sent out within one week of the meeting so that everyone is clear on who is doing what

Eagles will give a short speech near the end of the ceremony – include thank you’s

Scout Vespers – optional at end of ceremony - Scouts decide

At the end of the ceremony all of the Eagles will pose for a photograph together.

Eagle booklet – each Eagle puts together their own pages (4)

 POEM – Can be changed from This Little Boy to another Eagle poem.

SCRAPBOOKS – to be put together by the individual families. Scrapbooks and scrapbook supplies are sold at the Scout Store.

SCOUTS TABLES - Each scout will have a table set up in the reception hall for their use to display the following:

 Eagle Project Binder – Advancement Chair

 Scrapbook – with letters etc. in it – families

 Other memorabilia that The SCOUT chooses